



Columbus Civil Service Commission
50 West Gay Street, Room 600
Columbus, Ohio 43215

Limited Employment Information

Your appointment to your new position has been designated with a "limited" employment type. This means that your appointment to and continued service in the position is subject to the condition indicated below:

- ☐ Completion of a specific project, or notice of termination, whichever occurs first;
Project: _____
- ☐ Completion of a set period of time in which the work is to be completed, or notice of termination, whichever occurs first;
Time Period: _____
- ☐ Cessation of funding from a source originating outside the City budget, or notice of termination, whichever occurs first;
Funding Source: _____
- ☐ Cessation of a leave of absence for an employee as a result of their return to the position you are being appointed to or their attainment of permanent status in their new position.
Employee on leave: _____

If you are serving provisionally and an examination opens for filing for your class during your period of limited service, you must apply for and take the examination.

At such time as the limited condition is met, you will be terminated from the position. This will not be regarded as a layoff or disciplinary action and you will not have the associated appeal rights under Commission Rules. In certain cases, you may be eligible for a regular appointment to the position pursuant to Rule X(F)(1). Otherwise, your original position must be filled as a vacancy in accordance with Commission Rules.

If you were appointed from an eligible list that has since expired, you may request reinstatement to the current eligible list in accordance with Rule VIII(C)(1).

Accepting or declining limited employment when certified from an eligible list will not affect your right for certification to a regular position while that eligible list is effective. If you should later receive a permanent regular appointment to this class from the eligible list and your service is continuous, your time already served as a limited employee in the class will count toward completion of your probationary period.

I hereby attest that I have read and received a copy of this document.

Employee SSN: --

Employee Signature: _____ Date: _____

Appoint. Authority Signature: _____ Date: _____